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GOVERNOR

STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY  
MAINE EMERGENCY MEDICAL SERVICES  
16 EDISON DRIVE  
AUGUSTA, MAINE  
04330

MICHAEL F. KELLY  
COMMISSIONER

JAY BRADSHAW, EMT-P  
DIRECTOR

**Examination Committee Meeting  
Tuesday, November 17, 1998  
Maine EMS Conference Room, Augusta**

**Minutes**

**Present:** J. Vaniotis, E. Ekholm, R. Doughty, D. Bahr, J. LeBrun

**Absent:** T. Beals, J. Caron, E. Charles, B. Zito

**Staff:** D. White

**1. Call To Order** - The meeting was called to order at 9:41 a.m.

- A. Introductions - None
- B. Assign Timekeeper - Jacky Vaniotis agreed to be timekeeper for the meeting.
- C. Additions/Deletions to the Agenda - None

**2. Minutes - October 20, 1998, meeting minutes - review for acceptance**

The minutes of the October 20, 1998, meeting were reviewed. J. LeBrun requested that the minutes be amended to indicate that she had notified staff prior to the 10/20/98 meeting that she would not be attending.

D. White noted that E. Charles, J. Caron, B. Zito and T. Beals made prior notification that they would be absent from the 11/17/98 meeting.

**MOTION: TO ACCEPT THE MINUTES OF THE OCTOBER 20, 1998, MEETING WITH THE AMENDMENT AS NOTED ABOVE. (EKHOLM; DOUGHTY - MOTION CARRIES).**

Discussion continued as to the benefits of listing absent members routinely in the minutes, and to indicate in the minutes members who make prior notification of absence.

**Consensus was to list absent members in the minutes and to indicate (in the minutes) members who notify staff of absence (prior to the meeting).**

### 3. Old Business

#### A. Examination Process/*Examination Administrators Manual*

The Committee continued work on the *Manual* - beginning with the section entitled “*Administration*”. Work will commence at the December meeting with the section entitled “*Paperwork*” (Page 11).

Discussion included:

- ☉ the importance of allowing adequate time for setup of exam
- ☉ the need to include information on the reimbursement of exam helpers, administrators, examiners and mock patients. **Consensus was to create a separate section to deal with reimbursement issues and that the aforementioned section be discussed after completion of revision of the remaining sections.**
- ☉ the need to standardize on-site examiner/examinee/mock patient orientation

#### B. Intermediate/Paramedic Skillsheets - Revision

D. White reported that J. Vaniotis had discussed corrections/changes to be included in the ALS skillsheets. He will prepare final versions of skillsheets for printing. Also requested were any changes regarding the examiner instructions (that Committee members may have in their possession) D. White will work on changes to instructions; equipment list;, and patient information.

##### 1. Paramedic Airway

T. Beals to incorporate changes in the skill sheet revision (discussed at the October meeting) and forward changes to D. White.

##### 2. Examiner Instructions

Discussion ensued as to the standardization/organization of administrator and examiner materials (e.g. Exam rotation system and station information packages, respectively). **Consensus was to have J. LeBrun bring examples of station packets; E. Ekholm to check on types of folders available; and, D. White to check on lamination availability through State Printing.**

#### C. Practical Examination Rotation Record

D. White reported that he has not yet met with J. LeBrun regarding identification of components for instituting this form for practical examinations.

#### D. First Responder Curriculum

Discussion included:

- ☉ an overview of the changes to the curriculum. Specifically, the addition of blood pressure monitoring; bag valve mask; simple splinting; and, cervical collar application and helmet removal.
- ☉ method by which current (221) first responders will upgrade. **Consensus was that testing/evaluation of upgrade candidates can be done as part of the upgrade course and not as a “stand alone” examination.** Concerns were expressed regarding the need to insure that there is continuity in the evaluation process, and that clear, defensible standards be established to insure minimum competency (by First Responders) in the skills.
- ☉ the process by which a candidate can be reevaluated if they are unable to successfully complete evaluation.

Discussion to continue at the December meeting. **Consensus was to have D. White draft a practical skillsheet that includes skill performance criteria for First Responder upgrade candidates.**

E. Ambulance Attendant/Critical Care Examinations - Tabled

F. Enhanced Intermediate Program (EIP)

D. White reported that L. Delano, project champion, has requested guidance as to the types and numbers of questions to be added to the written examination, and review of proposed changes to the practical exam. **Consensus was to review the Intermediate Blueprint to assist in developing an outline for written exam questions, and to ascertain from L. Delano as to whether epinephrine injection will be limited to auto injector, or if medication draw-up and subcutaneous injections will be a part of the training.**

**4. New Business - None**

## **5. Next Meeting**

The next meeting will be held on December 15, 1998, at 9:30 a.m. at Maine EMS in Augusta.

A. Set Agenda - Next agenda to include:

Examination process/*Examination Administrators Manual*

Intermediate/Paramedic Skill Sheets

Practical Examination Rotation Record

First Responder Curriculum - Examination considerations

Ambulance Attendant/Critical Care Examinations

Enhanced Intermediate Proposal - Exam considerations

**6. Adjournment** - The meeting was adjourned at 12:53 p.m.

Respectfully submitted,

Drexell White